



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF TANGUB CITY
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DIVISION MEMORANDUM
No. 87, s. 2019

"ACTIVITY REQUEST" PROCESS FLOW

To: Curriculum Implementation Division Personnel
School Governance and Operations Division Personnel
Office of the Schools Division Superintendent Personnel
This Division

1. The Program Management Information System (PMIS) is an official source of data on programs, projects and activities (PPAs) of the Department of Education from planning to implementation.
2. The use of the PMIS processes is guided by D.O. 16, s. 2019 entitled "Implementing Guidelines on the Release and Use of Funds for Fiscal Year 2018".
3. As stipulated in D.O. 16, s. 2018, the Activity Request (AR) and Authority to Conduct (ATC) shall be implemented to support optimal and timely implementation of plans.
4. To facilitate these new modalities of plan execution, the workflow process for AR and ATC are incorporated in the system. Thus, all activities to be conducted beginning FY 2019 of plan implementation shall be prepared, recorded, and finalized using the AR and ATC modalities of the system guided by the provision of D.O. 16, s. 2018.
5. To facilitate adherence to the process of plan execution, this Office issues the "Activity Request" Process Flow as attached to this memorandum
6. For strict compliance and wide dissemination.

JEAN G. VELOSO, CESO VI
OIC - Schools Division Superintendent

Reference: DepEd Order No. 16, 2018

To be indicated in the Perpetual Index
under the following subjects:

ALLOTMENT	MONITORING AND EVALUATION
AUTHORITY	PAYMENT
BUDGET	POLICY
EXPENSES	FUNDS

/JGV/SGOD-Research and Planning Section/dpm

Relevant, inclusive and liberating basic education for a stronger nation!

"ACTIVITY REQUEST" PROCESS FLOW

ONE MONTH BEFORE THE ACTIVITY

